

**STATE OF ALASKA  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF PERSONNEL/OEEO**

## **STANDARD OPERATING PROCEDURE**

### **VI. SPECIAL RECRUITMENT EFFORTS**

#### **A. Purpose**

The purpose of this SOP is to provide department personnel officers with suggested guidelines for conducting special recruitment efforts. Special recruitment efforts may be required for circumstances in which recruitment for many positions must be done simultaneously. This is the case, for example, when all positions in a new facility are being staffed for the first time.

#### **B. Scope**

This SOP applies to all job classes subject to the merit system of employment.

#### **C. Authority**

AS 39.25.150(3), 2 AAC 07.040.

#### **D. Procedure**

1. In anticipation of a large special recruitment effort, it is the responsibility of the department personnel officer to contact the supervisor of the Public Services Unit well in advance of the actual hiring deadline to plan and coordinate a recruitment strategy.

Special recruitment may encompass one or many job classes, one or more types of recruitment, and various types of advertising. Special recruitment may respond to but is not limited to the following situations:

- a. New positions authorized in budget.
  - b. Opening of new facility or office.
  - c. Scheduled recruitment for seasonal job classes.
  - d. Other scheduled recruitment.
2. The supervisor of the Public Services Unit, with cooperation from the department personnel officer, develops a timeline which addresses the following:
  - a. Length of recruitment period.
  - b. Geographic focus.

**S  
p  
e  
c  
i  
a  
l  
  
R  
e  
c  
r  
u  
i  
t  
m  
e  
n  
t  
  
E  
f  
f  
o  
r  
t  
s**

**STATE OF ALASKA  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF PERSONNEL/OEE0**

## **STANDARD OPERATING PROCEDURE**

- c. Assignment of responsibilities.
- 3. Key elements for recruiting are identified and incorporated in the timeline. These elements may include all or some of the following:
  - a. Applicant training sessions.
  - b. Special testing sessions.
  - c. Advertising and publicity.
  - d. Direct mail.
  - e. Travel arrangements.
  - f. Special printing needs such as an Applicant Information Packet.
- 4. The Public Services Unit will provide the following services associated with a special recruitment effort:
  - a. Issue the official public notice(s) if applicable.
  - b. Oversee development of recruitment timeline.
  - c. Draft advertising and publicity material for department approval.
  - d. Place advertising and issue publicity material.
  - e. Draft correspondence for signature by department official as part of direct mail effort.
  - f. Prepare special publicity materials in advance of events which can include applicant information packets and special radio programs aimed at a specific community.
  - g. Make arrangements for use of facilities in conjunction with applicant training sessions or other special meetings.
  - h. Make arrangements for special testing statewide or in specific areas and insure testing and scoring is completed.

**S  
p  
e  
c  
i  
a  
l  
R  
e  
c  
r  
u  
i  
t  
m  
e  
n  
t  
E  
f  
f  
o  
r  
t  
s**